

Below is a list of approved formats for importing wages.

1. Byte 100

Each row should contain the following columns:

Name	Order	Type	Length	Position	Additional Details
Employer Name	1	String	20	1 - 20	Fill in the right with spaces if necessary to meet the required length.
SSN	2	Integer	9	21 - 29	Duplicate SSNs will be ignored.
Blank	3	String	1	30	Leave a blank space.
EAN	4	Integer	10	31 - 40	Fill in the left with zeros if necessary to meet the required length. Match currently selected employer EAN.
Quarter	5	Integer	1	41	1-4. Currently selected quarter.
Year	6	Integer	4	42 - 45	Currently selected year.
Blank	7	String	5	46 - 50	Leave blank spaces.
Employee's Last Name	8	String	20	51 - 70	Fill in the right with spaces if necessary to meet the required length.
Employee's First Name	9	String	15	71 - 85	Fill in the right with spaces if necessary to meet the required length.
Employee's Middle Initial	10	String	1	86	Use a blank space if not including middle initial.
Blank	11	String	4	87 - 90	Leave blank spaces.
Quarterly Wages	12	Integer	10	91 - 100	Dollars and cents. Leave out commas and decimal symbols. Fill in the left with zeros if necessary to meet the required length. Items with 0 wages will be ignored.

2. Byte 128 (1S2S)

Each row should contain the following columns:

Name	Order	Type	Length	Position	Additional Details
Record 1 Identifier	1	String	2	1 - 2	This value is always "1S".
SSN	2	Integer	9	3 - 11	Duplicate SSNs will be ignored.
Blank	3	String	9	12 - 20	Leave blank spaces.
Employee's Last Name	4	String	20	21 - 40	Fill in the right with spaces if necessary to meet the required length.
Employee's First Name	5	String	15	41 - 55	Fill in the right with spaces if necessary to meet the required length.
Employee's Middle Initial	6	String	1	56	Leave a space if not including middle initial.
Blank	7	String	72	57 - 124	Leave blank spaces.
Record 2 Identifier	8	String	2	1 - 2	This value is always "2S".
Blank	9	String	2	3 - 4	Leave blank spaces.
EAN	10	Integer	10	5 - 14	Fill in the left with zeros if necessary to meet the required length.
Reporting Period	11	Integer	6	15 - 20	mmccyy matching the currently selected reporting month, century, and year.
Quarterly Wages	12	Integer	10	21 - 30	Dollars and cents. Leave out commas and decimals. Fill in the left with zeros if necessary to meet the required length. Items with 0 wages will be ignored.
Employer Name	13	String	50	31 - 80	Fill in the right with spaces if necessary to meet the required length.
Blank	14	String	48	81 - 128	Leave blank spaces.


3. Byte 275

Each row should contain the following columns:

Name	Order	Type	Length	Position	Additional Details
Record Identifier	1	String	1	1	This value is always "S".
SSN	2	Integer	9	2 - 10	Duplicate SSNs will be ignored.
Employee's Last Name	3	String	20	11 - 30	Fill in the right with spaces if necessary to meet the required length.
Employee's First Name	4	String	15	31 - 45	Fill in the right with spaces if necessary to meet the required length.
Employee's Middle Initial	5	String	1	46	Leave a space if not including middle initial.
Blank	6	String	77	47 - 123	Leave blank spaces.
Optional Field	7	String	2	124 - 125	Can be a 16 or blank spaces.
Blank	8	String	2	126 - 127	Leave blank spaces.
Reporting Period	9	Integer	6	128 - 133	mmccyy matching the currently selected reporting month, century, and year.
Blank	10	String	7	134 - 140	Leave blank spaces.
Quarterly Wages	11	Integer	10	141 - 150	Dollars and cents. Leave out commas and decimals. Fill in the left with zeros if necessary to meet the required length. Items with 0 wages will be ignored.
Blank	12	String	14	151 - 164	Leave blank spaces.
Employer Name	13	String	50	165 - 214	Fill in the right with spaces if necessary to meet the required length.
Blank	14	String	16	215 - 230	Leave blank spaces.
EAN	15	Integer	10	231 - 240	Fill in the left with zeros if necessary to meet the required length.
Blank	16	String	35	241 - 275	Leave blank spaces.

4. Tab or Comma Separated

Each row should contain the following columns:

Name	Order	Type	Length	Additional Details
EAN	1	Integer	1 - 10	Matching currently selected employer.
SSN	2	Integer	9	Duplicate SSNs will be ignored.
Employer Name	3	String	> 0	
Employee's First Name	4	String	> 0	
Employee's Middle Initial	5	String	0 - 1	
Employee's Last Name	6	String	> 0	
Quarter	7	Integer	1	Matching currently selected quarter.
Year	8	Integer	4	Matching currently selected year.
Quarterly Wages	9	Decimal	> 0	Items with 0 wages will be ignored.
Client's EAN	1	Integer	1 - 10	The PEO Client's EAN. Include only if you are a professional employer organization. 

Note: When you are done, choose to save the file in tab or comma separated format before importing.

Definitions:

Integer = Only number characters allowed.

Decimal = Number characters, decimal points, and commas allowed.

String = Letters, numbers, symbols, and some white spaces allowed.